

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
Transition Age Youth - System of Care Bureau
Compton Family Mental Health Center

TRANSFER OPPORTUNITY

THIS IS NOT AN OFFICIAL EXAMINATION – RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY

STAFF ASSISTANT II

Compton Family Mental Health Center is a directly operated outpatient mental health clinic located in the city of Compton. The clinic provides mental health services to children, adults and older adults and their families.

The position is being recruited to provide administrative support to the Mental Health Clinical Program Head. We are seeking a qualified Staff Assistant I or II.

DUTIES:

- Assists the Clinical Program Head with special projects or requests, and handles complex administrative tasks. Analyzes and makes recommendations for the solutions for problems of service delivery efficiency for consumers accessing services and makes recommendations for space management/facility planning;
- Provides ongoing consultation with immediate supervisors regarding sensitive and confidential issues that present with the staff and the community.
- Provides oversight of the Administrative Support operation; i.e., Registration/Reception, IS Data Entry, Financial Services Unit, and Medical Records, and ensures
- Supervises ten (10) Intermediate Clerks and four (4) Patient Financial Services Workers. (Functions of these staff are included below.)
- Monitors the internal controls that pertain to the Center (including cash handling bus token distribution)
- Supervises staff responsible for the Disclosure of Protected Health Information, processing requests for release of information, subpoenas, and court orders, and maintaining a database of disclosure requests-
- Supervises staff responsible for facilitating the computerized tracking system for storage, retrieval, and maintenance of the centers medical records
- Supervises Financial Service Workers
- Supervise staff responsible for entering data and units of services
- Acts as the Center Personnel Liaison and attends the monthly HRB Forum
- Coordinates Facility management projects and requests for miscellaneous services
- Facilitates the processing of the Integrated Systems Access, Internet Access and Network Access

DESIRABLE QUALIFICATIONS:

Excellent written and oral communication skills
Proficiency in Microsoft Outlook, Word and Excel
Effective communication skills
Strong working knowledge of the IS
Strong organizational and writing skills
Ability to multi-task throughout the day
Flexibility and the ability to prioritize and to adjust priorities as needed

Qualified individuals holding the payroll title of Staff Assistant I or II should **fax or email** their resume, last two Performance Evaluations and last two master time cards or feel free to call for more information.

Valencia Gunn , Program Head Secretary
Compton Family Mental Health Center
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AN EQUAL OPPORTUNITY EMPLOYER